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RECORDS MANAGEMENT DIVISION

MEMORANDUM FOR: Chief, Management Staff

FROM : Chief, O&M Staff, (DD/P Area)

SUBJECT : DD/P Area Weekly Report for Period 12 April 1956  
Through 18 April 1956

FILED:

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RECORDS MANAGEMENT DIVISION

1. T/O Proposals Processed: Three (3) T/O proposals were processed and approved. Six (6) position actions were involved in these T/O proposals.

2. T/O Proposals in Process: Eight (8) T/O proposals are currently in process. Five (5) major DD/P Staff and/or Division proposed reorganization T/O's are included in this total, involving approximately [REDACTED] position actions, namely the PPC Staff, FE, NEA, SR, and SE Divisions. The FE Division T/O reorganization proposal has been forwarded to the DD/S for approval.

3. NEA T/O Reorganization Proposal (MS-825 and MS Project 6-35): Meetings between NEA Staff and Branch Chiefs, Management Staff representatives, and Position Evaluation Division representatives are continuing. Management recommendations in reference to organizational element structure realignment have been developed and submitted to the NEA Division for inclusion in formalized T/O structure. The PED will use these recommendations in their position evaluation survey analysis.

4. MS Project 6-32, National Agency Name Checks: Survey has been completed; final report will be completed and submitted for Chief, Management Staff's approval this date.

5. C. S. Reports Dissemination: Based on a telephone request from the Acting Chief, RQM/Reports Control/FI, a preliminary inquiry was made into the feasibility of the Management Staff conducting a study of the present methods and procedures practiced by the DD/P Area Divisions and LO/PSB/SPE#2 in accomplishing dissemination analysis and final dissemination of CSR's to other government agencies, Headquarters CIA, and Field Stations. Preliminary investigation reveals that this is a matter resolving administrative procedure differences of opinion between DD/P Area Divisions and DDS/LO personnel. The Acting Chief RQM/RC was requested by this staff to submit the facts in detail in writing as he knows them and to request formal action by the Management Staff if still desired.

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6. MS Project 6-29, DD/P Mail Procedure, ES/2161: A desk survey was conducted in RI/Receipt and Delivery Section to determine present practices of logging DD/P mail outgoing to DD/S and DD/I. The Security Regulations governing control of classified information were studied, and interviews were held with Physical Security people about DD/P logging practices. Inasmuch as the suggestion, and its evaluation by Chief, RI, imply that DD/P in general is not fully complying with Security Regulations governing logging of classified mail, and the fact that the Security Regulations on control of classified information are currently being rewritten, this suggestion has been coordinated with the Security Policy Staff. After the Security Staff has submitted its comments and further study of current logging practice by mail points has been made, an evaluation report by this staff will be written.

7. MS Project 6-33, Vacuum (Pneumatic) Tube System: In preparation for a meeting of the Ad Hoc Committee on Internal Communications for the new Agency Building to be conducted on 19 April 1956, a discussion meeting was held between [REDACTED], DD/P's Representative to the New Building Planning Staff, on 18 April 1956 regarding the progress made to date on this project. Further development of this project is expected to result from the forthcoming Ad Hoc Committee meeting.

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8. MS Project 6-30, DD/P Forms Program: No action.

9. MS Project 6-31, Far Eastern Printing Facilities: Development of T/O arrangements for this printing facility will be undertaken at an early date in cooperation with TSS, FE Division and the Office of Logistics.

10. MS Project 6-34, DD/P Reports Control Program: Proposed plan for survey of reports has been submitted to SSA/DD/S.

11. SE and SA Procedures and Policies: Draft being prepared.

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[REDACTED]  
Chief, O&M Staff, DD/P Area

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